



**ARIZONA DEPARTMENT OF EDUCATION
CONTRACTS MANAGEMENT UNIT
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SOLICITATION NO. ED09-0009

The Development, Printing, and Scoring of AIMS
Mathematics Field Test

AMENDMENT NO. 3

Solicitation Due Date: August 27, 2008

Page 1 of 7 Pages

A SIGNED COPY OF THIS AMENDMENT MUST BE RECEIVED BY THE ARIZONA DEPARTMENT OF EDUCATION CONTRACTS AND PURCHASING UNIT AS PART OF THE OFFEROR'S PROPOSAL, OR NOT LATER THAN THE SOLICITATION DUE DATE AND TIME.

1. The attached 6 pages provides ADE's response to additional questions received from offerors via email and those submitted in writing following the Pre-Offer Conference held August 13, 2008.

EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED.

Offeror hereby acknowledges receipt and understanding of this solicitation amendment


This solicitation amendment is hereby executed this 15th day of August, 2008, at Phoenix, Arizona.

Name of Company / Agency

Typed Name and Title

Signature

Date



Brian D. Ball
Procurement Officer
Contracts Management Unit
Arizona Department of Education

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Question: Does the ADE have a test window established for this field test? Are the precise dates for the administration of the stand-alone field test that is to be administered in April 2009 known at this time? Will the stand-alone field test be conducted following the operational AIMS tests?

Response: Precise field test dates are not known at this time. At this time, the stand alone field test is expected to be administered during a test window of one to two weeks of duration beginning no earlier than April 20 (after the operational test window).

Question: Given that the AIMS 3-8 and HS Mathematics field tests will be based on Arizona's newly-revised Mathematics standards, to what extent does the ADE desire that the field test mimic the existing assessments? In other words, does the ADE desire that the field test appear "seamless" to the current program or does the ADE envision that the field test will have its own distinct look and feel?

Response: The field test should look like the current operational AIMS tests.

Question: Does the ADE have any interest in conducting a portion of the field test online?

Response: No.

Question: Does the ADE have facilities secured for the task specific meetings? If so, where will these meetings be held? Do the facilities used for item writing have computer access so that teachers could write and submit items electronically?

Response: No contracts have been signed. The meetings will take place in the Phoenix metropolitan area.

Question: How many committees are there and how many participants per committee? How many teachers participate in item writing in each committee? Are items written for different grades during each of the two weeks of the item writing meetings? If so, how are the grades divided across the weeks? Does the above information apply to all the meetings specified or are there different configurations for different kinds of meetings?

Response: There are three task-specific committees – Item Writing, Content and Bias Review, and Item Analysis. Any other committees needed to develop, print, and score the AIMS Mathematics Field Test shall be proposed by the Offeror.

The Item Writing Committee is divided into four grade level groups – Grades 3-4, Grades 5-6, Grades 7-8, and high school. There should be nine participants on each grade level group.

The Content and Bias Review Committee is divided into four grade level groups – Grades 3-4, Grades 5-6, Grades 7-8, and high school. There should be nine participants on each grade level group.

The Item Analysis Committee is divided into four grade level groups – Grades 3-4, Grades 5-6, Grades 7-8, and high school. There should be nine participants on each grade level group.

Question: Have committee members been selected and notified or will that be the contractor's responsibility? Please verify that the ADE recruits the teachers for the committee meetings.

Response: The ADE will select and notify committee members.

Question: Will the ADE also arrange and pay for the Content and Bias Committee meeting in Nov 2008 and the Item Analysis Committee meeting in August 2009? How many days should we assume for the Content/Bias meetings in November? How many days should we assume for the Item Analysis meetings in August 2009? Is the contractor responsible for solely for its staff and the necessary training materials? Will the contractor be responsible for any costs related to facilities, etc? How many days are required?

Response: The ADE will obtain and cover the costs of the locations for both the Content & Bias Review and Item Analysis Committee meetings. The ADE will cover all teacher expenses that are incurred for both the Content & Bias Review and Item Analysis Committee meetings.

Both the Content & Bias Review and Item Analysis Committee meetings should each be approximately three days in length. The specific number of days to complete the tasks involved with these committees will be determined after consultation between ADE and the Offeror awarded the contract.

The Offeror is solely responsible for costs associated with its staff and the necessary training materials.

Question: Does the ADE want any teacher involvement in the forms construction for the field test forms? If so, when?

Response: No.

Question: Does the ADE desire that contractors use the ADE's secure portal for electronic transmission of secure documents and files or should the vendor provide this?

Response: The vendor should provide the secure portal.

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Question: The number of items to be field tested does not match the number of items to be developed. Please clarify.

Response: 216 items will be field tested at each grade 3 through 8. 300 items will be field tested at high school. Most of these field tested items will be newly developed items. However, some of the field tested items will be items in our current item bank that have been realigned to a new grade level.

Question: Are the stated item counts (i.e., 160 per grade for grades 3-8 and 280 for high school) the number the state would like created by the item writing committees or the number of items that are ultimately field-tested?

Response: For Grades 3-8, at least 160 newly written items will be field tested. For high school, at least 280 newly written items will be field tested. .

Question: Are item specifications available?

Response: Yes by request from the Senior Procurement Officer.

Question: What percentage of interpretive multiple choice items versus multiple choice items does the state want? Please describe or provide examples of "interpretive multiple choice" items and associated materials.

Response: The interpretive multiple choice items should be from 25% to 33% of the total items being field tested. Interpretive multiple choice items are item sets which are connected (refer to) a single stimulus (scenario).

Question: Will any of the graphics used in mathematics items require permissions or should the vendor commission art/graphics? If permissioned, how long should the permissions be sought?

Response: The Offeror shall commission the art/graphics..

Question: How many existing items will we need to add to our item banking system from the AZ item bank? Should we assume some additional items to potentially replace items during forms review? Can ADE indicate the format in which the existing items will be provided? In what format will those items be provided? Will the art be included? And in what format?

Response: Grades 3-8 will have at least 160 newly written items field tested, and high school will have at least 280 newly written items field tested. Since some of the newly written items may not be accepted by the Content & Bias Review Committee, more items should be written than will be field tested to compensate for those items that are rejected.

Some existing items in the Arizona Item Bank have been realigned to a new grade level and will need to be re-field tested. The formats of these items are PDF and JPEG. Any art that exists with the item is included as part of the PDF/JPEG. In some cases, the art is a separate PDF/JPEG. .

Question: Should we assume that the items in the AIMS item bank are ready to use on field test forms or do we need to include content and copyedit reviews? Have the existing items already gone through Content and Bias reviews? Or will these items need to be included in the November review?

Response: Items are not print-ready from the Arizona Item Bank. There are differences in quality, font, point size, etc. The items have gone through a previous content and bias review; however, since the Mathematics Standard has changed, another review of the content (as it is aligned to the revised standard) would be necessary. Including these items in the Content & Bias Review is an option for review of content only. .

Question: Will the items from the AIMS item bank already be realigned to the new standards when sent to the vendor?

Response: The items have already been aligned to the newly adopted Mathematics Standard. .

Question: Does the ADE want to receive all items in an electronic format (in addition to the print-ready images requested in Section 6.3) at the end of the contract? If so, does that apply only to newly developed items, or also to items used from the current ADE AIMS item bank?

Response: Yes, all items (newly developed and existing items from the Arizona Item Bank that will be field tested) shall be in an electronic format in addition to the print-ready images.

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Question: Can we have a copy of the current math reference sheets? Will existing math reference sheets for Grades 6, 7, 8, and high school be used or will new math reference sheets need to be created? Is there one common reference sheet for all three grades or is each grade's reference sheet unique?

Response: The current AIMS Mathematics reference sheets are posted on this page of the ADE website:

<http://www.azed.gov/standards/aims/MathRefSheets/>. New mathematics reference sheets will be created to align with the demands of the newly adopted Mathematics Standard. The reference sheets will be grade-specific.

Question: Is the reference sheet printed as part of the test books? Is the math reference sheet to be a separate document from the test book, or should it be part of the test book? If the latter, need it be perforated for removal?

Response: The mathematics reference sheets will be part of the test books. The Offeror shall include the pricing of attached and perforated reference sheets.

Question: Please clarify how many version of test there are per grade. Do grades 9 through 12 also have 12 versions each?

Response: There are 12 field test forms for each of Grades 3 through 8. For high school, only Grade 10 (Cohort 2011) students will be included in the field test. Only 12 field test forms for high school (Grade 10) are needed.

Question: Please confirm that ADE expects 72,000 students per grade level to participate in the field test. Is 6,000 the number of tests per form to be scored? If so, does the ADE wish to specify the number of tests per form to be printed? What is the print volume for each test booklet by version?

Response: The numbers of students testing has been revised. ADE estimates that approximately 84,000 students per grade level will participate in the field test or approximately 7000 students per form per grade. Actual print quantities that take into account package round up and other packaging and shipping issues will need to be determined by the vendor.

Here is a summary of items per forms, forms per grade, and students per form.

GRADE	# Forms	# Items Per Form	Total Items	Students Per Form	Total Students
3rd	12	18	216	7000	84000
4th	12	18	216	7000	84000
5th	12	18	216	7000	84000
6th	12	18	216	7000	84000
7th	12	18	216	7000	84000
8th	12	18	216	7000	84000
High School	12	25	300	7000	84000
Totals			1596		588000

Question: Are the Bureau of Indian Education schools to be included in the AIMS Math Field Test? If so, this means more than 600 districts and 2,000 schools? If the BIE schools are to be included, does ADE have enrollment information? Would pre-ID come from ADE or the BIE agencies?

Response: No. Only Arizona funded district and charter schools will participate in the Spring 2009 AIMS Mathematics field test. The estimate numbers of students, schools, and districts include only Arizona funded district and charter schools. BIE funded schools, private schools, private placement schools, voucher placement schools, and secure care schools will not participate in the field test.

Question: How many school districts does AZ have? The RFP shows 600, the ADE website shows 220.

Response: Charter schools are organized under charter holders. For testing purposes, charter holders are considered to be "districts." The number of districts plus the number of charter holders is approximately 600.

Question: How many of the versions are scannable test booklets, versus a test booklet with corresponding answer sheet?

Response: Only Grade 3 uses a scannable test book. All Grade 3 forms will use a scannable test book. All other forms for all other grades use a test book and scannable answer document.

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Question: Can the test answer sheets be generic or do we assume that there is a unique answer sheet for each test?

Response: Grades 4 through 8 may use the same answer document provided student grade can be bubbled in on the document. High school will need its own answer document.

Question: What is the expected size of the test books (e.g., 8-page booklets, 16-page booklets, etc.)?

Response: For the current operational AIMS Mathematics tests in Grades 3 – 8, approximately 90 items are printed on approximately 35 pages. Additional pages are used for sample questions, the Grade 6 -8 reference sheet, breaks between testing sessions, and covers. For high school, 100 items are printed on 33 pages. Additional pages are used for sample questions, the high school reference sheet, breaks between testing sessions, and covers.

Question: Please clarify the large print requirements. Are the 85 large print versions per form version, or just taking one of the 12 versions per grade and making it large print? How many pages are the large print versions expected to be? Does the state have any specific requirements for these large print versions—e.g. specific book size, font size, photo-enlargement, etc.?”

Response: Only one of the 12 forms per grade level needs to be made available in large print. Past practice has been to use form A (or form 1) for large print. The large print version is simply a 150% photo-enlargement of one test book form. Page count for large print does not change.

Question: Is there any preference as the spiraling, or should we assume spiraling all 12 versions in sequence?

Response: Past practice has been to spiral in sequence. However, other spiraling options may be offered or considered.

Question: Does the ADE require unique barcode security numbers with scanning for security resolution on all field test books? Is it a correct assumption that security barcodes are not needed on the field test books?

Response: Security barcodes are not required for the field test books.

Question: What information may be laser-printed on the test booklets and/or answer sheets, or are we printing variable information on a label only?

Response: The AIMS operational tests use precoded student bar code labels. However, precoded student answer documents (or test books, for Grade 3) would be considered provided there is a method for bubbling in appropriate student demographic data for students without a precoded answer document (or test book).

Question: In the event precode information is not available for a student, what demographic information will need to be collected on the answer documents?

Response: The demographic information collected on the answer document for students without precoded information must include at least name, date of birth, gender, ethnicity, and SAIS id number. The answer document must also include a place to identify whether or not the student tested with standard accommodations regardless of the student having precoded information or not.

Question: What is the typical timeframe for enrollment and pre-ID information?

Response: For the operational AIMS test, enrollment information is initially provided in December and revised in late January. Precode information is provided in mid-February.

Question: Is the pre-ID file layout required or is the ADE open to other formats? If so, are all the fields listed mandated?

Response: The pre-ID file layout is highly preferred. Not all of the data represented in the layout may be provided or needed for the field test.

Question: When do test materials need to arrive in the districts? What is the timeframe for distributing the tests? Is it done all over a 6 to 8 week period of time prior to the April test date? Do all material go out at one time or not? Do the districts ship to the schools?

Response: For the operational AIMS test, materials arrive at districts during one of two in-site windows. These windows are no more than four days long and are scheduled for three weeks and two weeks prior to the test window. The exact in-site window for the field test has not been determined. Offerors can expect one or two in-site windows that would be in March or April but no earlier than the operational in-site windows and no later than two weeks prior to the field test window.

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Question: Are materials packaged down to the classroom/teacher level, grade level, or school level? Do we need to provide a roster by class, grade, school? Please clarify the level we will be packing out by. What is the desired overage of materials sent to each district?

Response: All materials are shipped to the district. Test materials will be ordered at the school level and are to be packaged at the school level. If test materials are shrink wrapped, only one grade should be included in each shrink wrapped package. There is no requirement to provide rosters at any level or to package by class. Other than the overage due to package round up, no overage is required.

Question: What is the potential response rate?

Response: ADE expects that the number of materials scored will be 90% of the number ordered.

Question: Please provide more detail about the Pre-Test Workshops contractors must attend. How many workshops are there and in what locations? How many days should we plan for the pre-test workshops in January 2009? How many contractor staff members are expected to attend?

Response: The January 2009 Pre-Test Workshops have not yet been scheduled. In general, 10 to 11 pre-test workshops are scheduled in mid to late January in various locations around the state. In metro areas two half day workshops are held on the same day. In rural locations, one half day workshop is held in the morning. Only one contractor staff member is required to participate in the pre-test workshop. That person shall be responsible for presenting information related to the receiving, handling, and returning field test materials.

Question: Please clarify for which test administration the items produced in Oct 2008 will be used.

Response: The items developed in October 2008 will be field tested in April 2009 and will be used operationally in April 2010.

Question: Who will call the "call center?" What types of inquiries/questions will be asked of the call center?

Response: The call center can expect calls from district test coordinators with questions related to ordering, receiving, handling, packaging, and returning field test materials.

Question: How long does the ADE want the vendor to store the answer documents? The test booklets?

Response: Used test materials, both test books and answer documents, are to be stored for one year after scoring.

Question: Is a WORD copy of the RFP available?

Response: No, PDF and PF Fillable are the only versions sent out..

Question: When does the ADE anticipate making an award announcement?

Response: Second week of September.

Question: We presume that the questions and answers become a part of the contract. Is this correct?

Response: Only questions and answers that are in writing as part of this solicitation amendment shall be considered a modification to the RFP requirements.

Question: Does Attachment 6.4 Candidate Qualifications need to be provided for all staff listed in the proposal or just the Key Personnel described in this section?

Response: Attachment 6.4 is only required for key personnel as described in section 3.4, page 4 of the RFP.

Question: "The offeror shall identify all proposed subcontractors...."

Does the state have a definition of which entities should be treated as subcontractors? For example, should vendors of commercial services such as common carriers or printers be treated as vendors or subcontractors?

Response: Any entity that is performing a substantial requirement of the contract should be listed. The contractor is still responsible for performance of any requirements performed by subcontractors.

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Question: Indexing. By indexing is the state requesting a table of contents, or a true index such as those that appear in the back of a text book, documenting each mention of a particular word?

Response: There is no set format as far as indexing the proposal. The main requirement is organization. The inclusion of a table of contents, tabs, or an index is up to the offeror and should be determined by what will make the elements of the proposal easy to locate.

Question: Executive Summary. Should form 6.8 be included in this section as well? If not, will the state please clarify where it would like form 6.8 included?

Response: Once again it is where ever the offeror feels it best suits its purpose as reference material and can be easily found to aid in the evaluation.

Question: We presume that the Contractor will indemnify the State and any of its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for the listed losses or damages listed in the Indemnification provision on pages 10 and 11 of the RFP to the extent that such losses or damages arise due to the negligence or willful acts or omissions of the Contractor. Is this correct?

Response: Paragraph 3, page 10 shall be part of the contract.

Question: Is it a correct assumption that page composition would be considered a "direct service" (para 16, page 15) for this contract?

Response: Correct

Question: We presume that the State agrees that any auditors wouldn't have the right to have access to trade secret or other confidential information without first agreeing to a non-disclosure agreement. Is this correct?

Response: Correct

Question: We presume that the State does not wish to step into the role of making employment decisions for the Contractor. Therefore, we presume Section 7 on page 13 of the RFP means Contractor will utilize personnel who are qualified and experienced and who, on an ongoing basis, capably perform the tasks assigned to them related to this project; but so long as the personnel meet these criteria, any employment decisions related to Contractor's employees are solely the responsibility of Contractor. Is this correct?

Response: This paragraph pertains to the use of the Contractor's employees in performance of this contract and ADE reserves the right to require the Contractor to remove from a job within this contract, any individual who, in the opinion of ADE, is not justified due to unacceptable performance of duties, or is inconsistent with the interests of ADE.

Question: We believe that we have sufficient insurance coverage that may not match exactly with the insurance requirements described in the RFP. Will the Contractor who is awarded the contract have the opportunity to discuss and negotiate exact insurance requirements with the State upon award?

Response: Anything other than what is described in the RFP will need to be approved by The Risk Management Loss Prevention Unit of Arizona Department of Administration.

Question: Is a certificate of insurance required with the proposal or upon contract award? If with the proposal, can they be included in the binder? If so, where?

Response: The certificate of insurance is required upon contract award, but may be included in the proposal within any suitable part as long as it is clearly indicated.

Question: Does the tax line on the Prices/Delivery Schedule apply to this submission? If so, how is that calculated?

Response: Arizona sales tax does not apply to services.

Question: Are there specific point values for the evaluation criteria shown on page 29?

Response: The criteria listed on page 29 are listed in order according to weight given in the evaluation. The specific point values are not available to offerors prior to contract award.